



State Professional Development Center

2014 Summer Schedule

- August -

PD Code/ Session #	Class Name	Dates & Times	Cost	Registration
PD5079 /0003	Governance Web 2.0 <i>NEW</i>	August 5 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>
PD5067 /0014	Excel 2010 - Advanced	August 6 9:00 a.m. - 3:00 p.m.	\$110 + \$10 Lab Fee	<a href="#">Register</a>
PD1048 /0005	Moving from Stress to Well-Being	August 7 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>
PD4019 /0014	Generations in the Workplace <b>Billings</b>	August 7 8:30 p.m. - Noon	\$95	<a href="#">Register</a>
PD5046 /0039	Exploring Emotional Intelligence	August 12 8:30 a.m. - 4:30 p.m.	\$123 + \$34 Talent Smart EQ Self-Assessment	<a href="#">Register</a>
PD3006 /0033	Writing Job Descriptions	August 13 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>
PD5098 /0001	Writing Clearly and Concisely <i>NEW</i>	August 14 8:30 a.m. - Noon	\$95	<a href="#">Register</a>
PD5099 /0001	The Respectful Workplace <i>NEW</i>	August 19 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>
PD5096 /0001	Grammatically Correct <i>NEW</i>	August 21 8:30 a.m. - Noon	\$95	<a href="#">Register</a>
PD5081 /0003	Transformational Leadership Series - see list of classes, dates and times below	August 26, September 3, 9, 16, 23, 30 8:30 a.m. - 4:30 p.m.	\$505 for the Series + 10% materials fee	<a href="#">Register</a>
	PD5075 - 0004   Leadership in Action	August 26 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>
	PD2009 - 0025   Creating a Motivating Environment	September 3 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>
	PD5085 - 0002   Vision and Change	September 9 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>
	PD5071 - 0009   From Me to We: Effective Collaboration	September 16, 23 8:30 a.m. - 4:30 p.m.	\$190	<a href="#">Register</a>
	PD1032 - 0007   Teambuilding	September 30 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>
PD5097 /0001	Punctuation for Clarity <i>NEW</i>	August 27 8:30 a.m. - Noon	\$95	<a href="#">Register</a>
PD5082 /0005	Effective Management Series - see list of classes, dates and times below.	August 27, 28, September 4, 10, 11, 17, 18 , 25 8:30 a.m. - 4:30 p.m.	\$570 for the Series + 10% materials fee	<a href="#">Register</a>
	PD1002 - 0042   Approaching Supervision	August 27 8:30 a.m. - 4:30 p.m.	\$123 + \$15 Open Enrollment Gallup Assessment Fee	<a href="#">Register</a>
	PD2010 - 0049   Documenting Disciplinary Action	August 28 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>
	PD1017 - 0050   Managing Conflict	September 4 8:30 a.m. - 4:30 p.m.	\$123 + \$18 Open Enrollment Fee Thomas Kilman Conflict Instrument	<a href="#">Register</a>
	PD5027 - 0017   Myers-Briggs & Communication	September 10 8:30 a.m. - 4:30 p.m.	\$123 + \$30 Open Enrollment Fee MBTI Assessment & Guide	<a href="#">Register</a>
	PD5083 - 0004   Diversity Management	September 11 8:30 a.m. 4:30 p.m.	\$123	<a href="#">Register</a>
	PD2028 - 0009   Performance Management	September 17 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>
	PD5049 - 0008   Planning & Labor Relations	September 18 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>
	PD5084 - ____   Simulation	September 25 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>